

Retention and Classification Report

Agency: Duchesne County (Utah). Building Inspection Department (2752)

Drawer 270
Duchesne, UT 84021

Records Officer Cristina Neilson

19274 Building permit records

AGENCY: Duchesne County (Utah). Building Inspection Department

SERIES: 19274

3

TITLE: Building permit records

DATES: 1960-

ARRANGEMENT: Numerical by building permit number

DESCRIPTION:

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 21, Item 2.

AUTHORIZED: 09/11/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Duchesne County (Utah). Building Inspection Department

SERIES: 19274

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(continued)

PRIMARY CLASSIFICATION:

Public